

Privacy Policy

Forge Labs, Inc.

Updated August, 2020

This Privacy Notice (the “Notice”) sets out how we, Forge Labs, Inc. and each of its local and international subsidiaries, business units and sales offices (“Group”, “We”, “Us”, “Our”) from time to time process the personal data of individuals (each a “User”, “Customer”, “Partner”, “You”, “Your”) who contact us or who use our websites, services, programs, content and related features (collectively, the “Services”) or who visit us at trade shows, events or at our premises.

You may interact with Forge Labs and provide us information through our software plug-ins, our online platform at www.forgelabs.com and all associated subdomains (the “Website”), or by speaking with our employees and other representatives in support of the various services that we provide to you (collectively, the “Services”). Forge Labs has created this Privacy Policy to explain to you our privacy practices regarding the information we gather from you when you visit our Website and utilize the Services.

This Privacy Policy, together with our Conditions of Use and any other documents referred to in these documents, set out our views and practices regarding your personal data and how we will treat it. Please read these documents carefully. By visiting our website or using our Services, you acknowledge the processing described in this Notice, our Conditions of Use and related documents.

This Privacy Policy is subject to occasional revision, and if we make any material changes in the way we use your personal data, we may notify you by sending you an e-mail to the last e-mail address you provided to us and/or by prominently posting notice of the changes on our Website. Any changes to this Privacy Policy will be effective upon the earlier of thirty (30) calendar days following our dispatch of an e-mail notice to you or thirty (30) calendar days following our posting of notice of the changes on our Website. These changes will be effective immediately for new users of our Services. Please note that at all times you are responsible for updating your personal data to provide us with your most current e-mail address. In the event that the last e-mail address that you have provided us is not valid, or for any reason is not capable of delivering to you the notice described above, our dispatch of the e-mail containing such notice will nonetheless constitute effective notice of the changes described in the notice. If you do not wish to permit changes in our use of your personal data, you must notify us prior to the effective date of the changes that you wish to deactivate your account with us. Continued use of our Website or Services, following notice of such changes shall

indicate your acknowledgment of such changes and agreement to be bound by the terms and conditions of such changes.

What Information Do We Collect?

We collect information about you in various ways when you use our Website and Services.

“Personal data” means any information relating to an identified or identifiable natural person, known as ‘data subject’, who can be identified directly or indirectly; it may include name, address, email address, phone number, IP address, location data, cookies, call recording and similar information. It may also include “special categories of personal data” such as racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a data subject, data concerning health or data concerning a natural person's sex life or sexual orientation.

We may process the following personal data:

- Information provided by you. You may give us information about you by filling in forms such as the contact form on our website, subscribing to Services, requesting a quote, ordering a product, entering a contest, responding to a promotional campaign, responding to a survey, making applications in respect of job postings, uploading information, corresponding with us by email, phone or otherwise. This information may include your name, email address, billing address, shipping address, phone number, position and place of employment, payment information, the content of any email you send to us and similar information.
- Information about others. You may also provide to us personal data relating to third parties, such as people who you work with, the person who pays for your orders, your friend if you use our referral service to tell a friend about our products, services or promotions, and other individuals.
- Information about your device. With regard to each of your visits to our website we may collect technical information about your device such as IP address, operating system, browser, time zone setting, the Internet address of the website from which you linked directly to our website, URL clickstream data, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.
- Information from third party sources. This may include information received from credit reference agencies, shipping companies, our service providers and other third parties.

Generally, you are under no obligation to provide this information, but without it, we may be unable to provide you with some of our Services. Some personal data will be mandatory in order for us to comply with mandatory client due diligence processes before we are able to provide the Services.

Information about third parties should only be provided if you have demonstrable permission to do so or if the information is available in the public domain.

We will rely on the information provided by you as accurate, complete and up to date and you agree to ensure that this will be the case.

How do we use your personal data?

We will only process personal data, in accordance with applicable law, for the following purposes:

1. responding to your queries, requests and other communications;
2. providing the Services including our website and related features, sale of products and services, subscriptions and other Services;
3. enabling suppliers and service providers to carry out certain functions on our behalf in order to provide the Services, including web hosting, data storage, identity verification, technical, logistical and other functions, as applicable;
4. allowing you to use features on our website, when you choose to do so;
5. sending you personalised marketing communications as permitted by law or as requested by you. You have the right to unsubscribe by email to sales@forgelabs.com;
6. serving personalised advertising to your devices, based on your interests in accordance with our Cookie Statement below. You have the right to disable cookies as set out below;
7. publishing marketing materials, such as User testimonials. If you wish to make the request that your testimonial be removed you may contact us at sales@forgelabs.com;
8. connecting you to third party features, such as social media. Our Websites may include social media features, such as the Facebook “Like” button, or other functionality, such as the “share this” button. These features may collect your IP address or the page you are visiting on our site, and may set a cookie to enable the feature to function properly. Your interactions with these features are governed by the privacy statement of the company providing them;
9. ensuring the security of our business and preventing and detecting fraud;
10. administering our business, including complaints resolution, troubleshooting of our website, data analysis, quality control, staff training, testing of new features, research, statistical and survey purposes;

11. developing and improving our Services; and
12. complying with applicable law, including in response to a lawful request from a court or regulatory body.

Cookie Statement

What exactly are cookies? In order to collect the information including personal data as described in this Notice, we may use cookies and similar technology on our website. A cookie is a small piece of information which is sent to your browser and stored on your computer's hard drive, mobile phone or other device. Cookies can be first party, i.e. cookies that the website you are visiting places on your device, or third party cookies, i.e. cookies placed on your device through the website but by third parties, such as Google.

The cookies placed on our website. For example, we may use the following cookies on our website:

- Strictly necessary cookies. These cookies are essential in order to enable you to move around our website and use its features. Without these cookies, Services you have asked for cannot be provided. They are deleted when you close the browser. These are first party cookies.
- Performance cookies. These cookies collect information in an anonymous form about how visitors use our website. They allow us to recognise and count the number of visitors and to see how visitors move around the website when they are using it and the approximate regions that they are visiting from. These are first party cookies. For example, this website uses Google Analytics to help analyze how Users use the website. The information generated by the cookie about your use of the website (including IP address) is transmitted to Google. This information is then used to evaluate Users' use of the website and to compile statistical reports on website activity for the Group.
- Functionality cookies. These cookies allow our website to remember choices you make (such as your user name, language or the region you are in, if applicable) and provide enhanced, more personal features. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites. These are first party cookies.
- Targeting or advertising cookies. These cookies allow us and our advertisers to deliver information more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as to help measure the effectiveness of advertising campaigns. They remember that you have visited our website and may help us in compiling your profile. These are persistent cookies which will be kept on your device until their expiration or earlier manual deletion.

- Social Media cookies. These cookies allow you to connect with social media networks such as Facebook, twitter, LinkedIn and Google+. These are persistent cookies which will be kept on your device until their expiration or earlier manual deletion.
- Other cookies and similar technologies from time to time.

We may combine information from these types of cookies and technologies with information about you from other sources.

Cookie consent and opting out. By using our Services, we assume that you are happy to have us place cookies on your device. Most Internet browsers automatically accept cookies. However, if you, or another user of your device, wish to withdraw your consent at any time, you have the ability to accept or decline cookies by modifying your browser setting. Learn how to disable cookies for your browser [here](#). If you choose to decline cookies, you may not be able to fully experience the interactive features of our website, our platforms and Services.

Do We Share Your Information With Any Third Parties?

We disclose your personal information as described below and as described elsewhere in this Privacy Policy.

- **Sharing with Third Party Service Providers.** We may share your personal information with third party service providers to: provide you with the Services that we offer you through our Website; to conduct quality assurance testing; to facilitate the creation of accounts; to provide technical support; and/or to provide other services to Forge Labs.
- **Sharing Customer Personal Information with Manufacturing Partners.** In order to manufacture the parts you order via the Services, Forge Labs may subcontract a Customer's manufacturing project to one of our Manufacturing Partners. As part of this process, we may share your information with our Manufacturing Partners to enable them to manufacture the parts, assemblies and other items disclosed therein.
- **Sharing Manufacturing Partner Personal Information with Third Party Business Partners.** Forge Labs may also share Manufacturing Partners' personal information with a limited number of third party business partners who enable us to deliver the Services for those Manufacturing Partners who enroll in our payment or card programs. These third party business partners assist us in delivery of the card and payment programs to you. Examples of these third party business partners include payment processors, credit card network services, and banks or financial institutions. The use of your personal information shared with third party business partners will be governed by their privacy policies.

- **Corporate Restructuring.** We may share some or all of your personal information in connection with or during negotiation of any merger, financing, acquisition or dissolution, transaction or proceeding involving sale, transfer, divestiture or disclosure of all or a portion of our business or assets. In the event of an insolvency, bankruptcy, or receivership, personal information may also be transferred as a business asset. If another company acquires our company, business or assets, that company will possess the personal information collected by us and will assume the rights and obligations regarding the personal information as described in this Privacy Policy.
- **Other Disclosures.** Regardless of any of the choices you make regarding your personal information (as described below), Forge Labs may disclose personal information if it believes in good faith that such disclosure is necessary (a) in connection with any legal investigation; (b) to comply with relevant laws or to respond to subpoenas or warrants served on Forge Labs; (c) to protect or defend the rights of Forge Labs or users of the Website or Services; and/or (d) to investigate or assist in preventing any violation or potential violation of the law, this Privacy Policy or our Terms of Use.

Security of Personal Data

We will use appropriate technical and organisational information security measures to try to prevent unauthorised access to your personal data. Some of these measures include encryption software, firewalls, and use of Secure Socket Layers (SSL) protocols.

However, please be aware that the transmission of information via the internet is never completely secure. While we can do our best to keep our own systems secure, we cannot control the whole of the internet and we cannot therefore guarantee the security of your information as it is transmitted to and from our website.

Where you have created or received a password or verification link which enables you to access certain parts of our website or content, you are responsible for keeping such information confidential. We ask you not to share such information with anyone.

How long we store your Personal Data

We will only retain your personal data for so long as we reasonably need to use it for the purposes set out above, unless a longer retention period is required by law (for example for regulatory purposes)

Comments

If you would like to make a comment regarding this Privacy Policy or our practices in relation to your Personal Data, please contact us at: admin@forgelabs.com. We will reply to your comment as soon as we can.